

### **Overview**

Generally, all signs located within Brentwood must be reviewed and approved by the Community Development Department and/or Planning Commission to determine conformance with the City's sign regulations and/or any approved Master Sign Program. There are three basic types of sign permits issued by the City, as follows:

1. *Administrative Sign Permits.* These are the most common type of sign permits and are issued by the Community Development Department upon verifying the application complies with the sign regulations and/or Master Sign Program for the particular development.
2. *Planning Commission Approval Permits.* There are three specific situations that require Planning Commission approval of signage, as follows:
  - a. Off-site directional signs on private property to identify places of worship or public assembly, hospitals, schools, public and quasi-public institutions and similar uses located in the city. No more than two signs not exceeding three square feet each are permitted per use or establishment.
  - b. A master sign program for any multiple occupancy commercial site or separately identifiable commercial building group (such as a neighborhood or community shopping center, or for any other contiguous sites), or for any single occupancy retail site that is located on a parcel at least two acres in size.
  - c. Neighborhood identification signs that are to be installed at the entrance to neighborhoods or districts.
3. *Temporary Sign Permits.* Two types of temporary signage are allowed per the Brentwood Municipal Code, as follows:
  - a. On-site housing project signs for new housing developments.
  - b. Banner signs.

### **Submittal Requirements**

No application will be accepted for processing until one hard copy of the following information is submitted to the satisfaction of the Community Development Department:

#### *Administrative Sign Permits and Planning Commission Approval Permits:*

1. Completed Universal Application signed by the property owner.
2. Applicable permit application filing fees.
3. Building Permit Application Form (additional fee required after approval)
4. Three color copies of the proposed signage, drawn to scale and indicating dimensions, materials, colors, mounting method, etc.
5. Three copies of a site plan, drawn to scale and indicating property lines, building and street frontage dimensions, building locations and setbacks, locations of existing and proposed signs, etc.
6. Two copies of building elevation plan (wall signs only), drawn to scale and indicating locations of existing and proposed signs, building materials and colors, and orientation of elevation (east, west, etc.)

*Temporary Sign Permits:*

1. Completed temporary sign permit application signed by the property owner.
2. Dimensions of proposed sign(s) including height, width, area of copy, etc.
3. Description of sign (i.e., wording proposed)
4. Materials
5. Colors
6. Mounting method
7. Location of proposed sign(s)

**Processing Time**

- Administrative sign permits are typically processed in 1-2 weeks.
- Planning Commission approval permits are typically processed in 6-8 weeks.
- Temporary sign permits are typically processed the same day the application is submitted.

**Public Hearings Required**

Planning Commission approval permits for master sign programs require noticed public hearings before the Planning Commission. The City is responsible for providing applicable notices to all property owners within 300 feet of the project site, as well as publication in the local newspaper, no less than 10 days from the date of the hearing. Other signage types do not require a public hearing.

**Appeal Process**

Decisions made by either the Zoning Administrator or Planning Commission are subject to appeal, in accordance with Chapter 17.880 of the Brentwood Municipal Code. In general, decisions of the Zoning Administrator become effective 10 calendar days after they are made. Any affected party may appeal a decision of the Zoning Administrator to the Planning Commission by submitting an application and the required appeal fee to the City Clerk during the 10-day appeal period. Decisions of the Planning Commission also become effective 10 calendar days after they are made. Any affected party may appeal a decision of the Planning Commission to the City Council by submitting an application and the required appeal fee to the City Clerk during the 10-day appeal period. Decisions of the City Council are final.